

REQUEST FOR PROPOSALS
RHODE ISLAND DEPARTMENT OF HEALTH
TOBACCO USE PREVENTION AND CONTROL PROGRAM
YOUTH SMOKING CESSATION INITIATIVE

SECTION 1: INTRODUCTION

The Rhode Island Department of Health (HEALTH), Division of Disease Prevention and Control, Tobacco Use Prevention and Control Program is soliciting proposals from community-based public or non-profit organizations to implement a Youth Smoking Cessation initiative throughout Rhode Island. The Scope of Work is described in Section 5 of the RFP. A total of \$100,000 is available to fund one selected project. The initial project period is expected to begin approximately July 1, 2005 and continue through June 30, 2006. The project may be renewed for four additional 12-month periods at the exclusive option of the Department of Health based upon agency's performance and the availability of funding. Proposals will be evaluated on the basis of the relative merits of the proposal, in addition to an appropriate and realistic budget.

Representatives of organizations considering applying are strongly encouraged to attend a Technical Workshop on **April 27, 2005 at 10:30 a.m.** at the Department of Health, Auditorium, lower level, 3 Capitol Hill, Providence, RI. This workshop will provide an overview of program guidelines and answer questions from potential applicants.

SECTION 2: BACKGROUND

The Rhode Island Department of Health has received funds through an appropriation from the Rhode Island General Assembly to develop and implement tobacco control projects in the community to reduce the level of tobacco use in Rhode Island. Local branches of the American Cancer Society, the American Heart Association, and the American Lung Association are working with and providing resources to the project. Each year, community-based projects are designed to make the social environment less conducive to tobacco use. Developed by a statewide Coalition, the Tobacco Prevention and Control Program has four goals:

1. To eliminate exposure to secondhand smoke.
2. To prevent smoking initiation among young people.
3. To promote quitting smoking among adults and young people.

4. To identify and eliminate disparities among populations relative to tobacco use.

HEALTH also supports the additional goals of Healthy People 2010 of reducing the initiation of smoking by children and youth so that no more than 15% become regular cigarette smokers by age 20, and reducing the use of smokeless tobacco by males aged 12 to 24 to a prevalence of no more than 0.5%.

SECTION 3: ELIGIBILITY CRITERIA

Eligible applicants must be community-based public or non-profit agencies who are in good standing with the Federal government. The applicant organization must have in place a smoke free workplace policy and include this with their application. Applicants must be able to demonstrate the stability of their organization as well as effective management and administrative performance.

SECTION 4: ADMINISTRATIVE INFORMATION

PROJECTED TIMETABLE:

<i>April 27, 2005</i>	<i>Technical Workshop at HEALTH at 10:30 a.m.</i>
<i>May 17, 2005</i>	<i>Proposals due at HEALTH by 3:30 pm</i>
<i>July 1, 2005</i>	<i>Approximate Start Date of Contract</i>

SUBMISSION PROCEDURES:

The deadline for submission of proposals is 3:30 on Monday, May 17, 2005.

No applications will be accepted after this date and time. Proposals sent by mail are sent at your own risk. Applicants are urged to hand deliver their proposals which will be date stamped upon receipt. Faxed applications are not acceptable.

All proposals must be typed in English and single-spaced. The Proposal Narrative is limited to six pages (this excludes budget and appendices). An original and 3 copies must be delivered to:

Elizabeth F. Harvey, Project Manager
Rhode Island Department of Health
Three Capitol Hill, Room 409
Providence, RI 02908-5097

SELECTION PROCESS:

Proposals will be reviewed by a committee comprised of staff from State departments who have experience working with community-based programs. Proposals will be reviewed and scored based upon the Proposal Evaluation Score Sheet (attached). Maximum possible score is 100 points and applications scoring below 60 points will not be considered. The Department of Health reserves the right not to fund any proposals.

SECTION 5: SCOPE OF WORK

The Rhode Island Department of Health wishes to develop and implement a statewide Youth Cessation Program in schools and communities to reduce youth smoking prevalence by providing assistance to youth who wish to quit smoking. The successful applicant will 1) identify and provide cessation program materials that have demonstrated success in reducing youth smoking, and 2) provide program management and assure that the cessation programs are carried out in the most appropriate settings in each participating school district or community setting to assure that cessation is accessible to the largest possible number of youth. Applicants must detail the number and names of schools districts to be involved in the project, and provide letters of commitment from participating school districts statewide.

Tasks included in the scope of work include but are not limited to the following:

1. Provide overall administration and management of the project.
2. Identify culturally and clinically appropriate cessation program materials, curricula, and different treatment modalities that have been demonstrated to increase youth cessation among disparate populations and high-risk youth.
3. Work closely with schools and community agencies statewide that serve racial/ethnic minority and blue-collar communities, to identify the best (school and/or community) settings in which to conduct the cessation program.
4. Identify and train Student Assistance Counselors and other youth practitioners, to conduct Brief Tobacco Interventions with students who use tobacco to assess their stage of readiness for changes in tobacco use. Student Assistance Counselors and practitioners will take the online Basic Skills for Treating Smokers Training.
5. Identify and train cessation program leaders to conduct the cessation program in identified school and or community settings.
6. Provide program materials to cessation sites.

7. Provide on-going technical assistance and peer supervision to trained cessation leaders to assist them in conducting the program.
8. Conduct ongoing research reviews in collaboration with DOH staff on the Best Practice Models for youth cessation.
9. Conduct evaluation of the project consistent with Clinical Guidelines for Youth Cessation.

All subcontractors will be expected to attend Subcontractor meetings every month to coordinate activity, receive training, and/or receive information or materials.

Please indicate how you will deliver culturally and linguistically appropriate services to racial and ethnic minority populations. Racial and ethnic minority populations are identified by OMB Directive 15 as: African Americans, Native Americans, Latinos/Hispanics and Asian Americans. Please include information pertaining to the following: The projected number of racial ethnic minority clients to be reached by the project, demonstrate the agency's access and/or proposed outreach to the population described above; and provide a description of how racial and ethnic composition of the target population will be given consideration in the selection and recruitment of administrative and service delivery staff. If these groups are not identified as a target population for service delivery by your program, please provide a paragraph explaining the reasons why these populations are not an appropriate target group for your program.

SECTION 6: REQUIRED COMPONENTS OF THE PROPOSAL

Proposals that do include all of the required components will be considered non-compliant with the requirements of this RFP and will not be considered for an award.

1. **COVER PAGE:** The purpose of this page is to provide very basic summary and identification information regarding the proposal. Please use attached form.
2. **COVER LETTER:** Applicant agency must submit a cover letter from its Board of Directors and indicate the name of the agency's designated contact person and/or the name of the person who is authorized to sign the contract. Please include the agency's FEIN number.
3. **AGENCY DESCRIPTION:** Provide a description of your agency including:
 - type of agency
 - population served
 - proof of non-profit status (501c3); attach as an appendix
 - structure and organization of agency including the ethnicity of current staff and Board of Directors

4. PROPOSAL NARRATIVE: The narrative must include:

- a) Goals and Objectives: Include the school districts recruited, the number of youth to be reached through cessation activities and the number and kind of cessation programs to be conducted.
- b) Background. Describe prior experience demonstrating the agency's ability to conduct youth cessation programs in school and/or community settings. Describe the geographic area served and the racial/ethnic and low-income groups served.
- c) Describe an Approach/Project Work Plan/Time Line that is clear and detailed and meets the needs of the target population. Clearly demonstrate when and how each task in the work plan will be carried out, and methods to assure participation of all involved.
- d) Evaluation Plan: Outline a process and outcome evaluation plan and describe how objectives will be accomplished. Identify tools applicable to the project whenever possible.
- e) Project Staff & Organization: Staff proposed for the program must be capable. Resumes, job descriptions, and organizational charts for staff and Board of Director's members should be included in the appendices, with race/ethnicity identified for each. Indicate percentage of time each staff member will devote to the project.

SECTION 7: REPORTING REQUIREMENTS

Successful applicants will be required to submit monthly activity reports and invoices by the tenth of the following month. A final project report including a description of program activities and results of policy interventions will be due within 30 days of the completion of the project.

SECTION 8: BUDGET AND BUDGET NARRATIVE:

- 1. Project Budget (Year 1) for a 12-month period
- 2. Budget Narrative: detailed description of each budget outline entry.

This component consists of two parts--a financial budget summary listing allowable expenses and a budget narrative that describes each budget line item entry. The budget narrative must also include personnel with the percentage of time and hourly wages for each staff member working on the project. Please show a 10% verifiable

match (required contribution) by your agency. Please submit a budget for a 12-month period that is sufficient to accomplish the project goals and not inflated. The contract award will be prorated monthly in accordance with the actual start date of the contract.

Applicants will be scored according to the overall soundness of the proposed budget and accompanying budget narrative, including the extent to which costs reflect direct services vs. administrative costs. Those projects ranked highest by the Technical Review Committee may be asked to make oral presentations or provide clarifications or revisions prior to final recommendation for award.

SECTION 9: APPENDICES

- A. Letters of support/collaboration
- B. Curriculum vitae/resumes for key personnel
- C. Copy of organization's Smoke-Free Policy
- D. Copy of organization's Board of Directors with race and ethnicity of board members indicated
- E. Copy of 501c3 (proof of non-profit status)

PROJECT BUDGET (YEAR 1)
12-MONTH PERIOD

	<u>Expense Category</u>	<u>Amount Requested</u>
1.	Personnel Title of Position(s), FTE & hourly wage	
2.	Fringe Benefits	
3.	Consultants List Title of Position(s) & hourly wage	
4.	Travel (in-state @ .405/mile)	
5.	Travel (out-of-state)	
6.	Printing/Copying	
7.	Supplies	
8.	Resource Materials	
9.	Telephone	
10.	Postage	
11.	Other (describe)	
	TOTAL:	

BUDGET NARRATIVE

Please provide a detailed description and justification of each cost associated with this project.

Include a description of the 10% verifiable matching contribution to be made by your agency.

PROPOSAL EVALUATION SCORE SHEET

Representatives of HEALTH will form a Review Committee to make recommendations on proposals based on the evaluation criteria below. All reviewers shall use this form to score each proposal. The possible maximum score is 100 points. Proposals scored below 60 points will not be considered.

<hr/> 0-20 points	1. Goals and Objectives and Time line Applicant demonstrated feasibility and clarity of program goals and objectives, as well as the expected amount of time required to implement program services.
<hr/> 0-15 points	2. Background Applicant has demonstrated experience working with youth cessation programs.
<hr/> 0-15 points	3. Approach/Project Work Plan Applicant has presented a plan of action that is clear and detailed, and meets the needs of the target population. The applicant has clearly demonstrated when and how each task in the work plan will be carried out, and methods to be used to assure participation of all players.
<hr/> 0-15 points	4. Evaluation Applicant has clearly described the methods the that agency will use to evaluate progress towards meeting the goals and objectives.
<hr/> 0-15 points	5. Project Staff and Organization Applicant has demonstrated that the staff proposed for the project are capable; and required appendices are included with the RFP.
<hr/> 0-20 points	6. Budget Applicant has submitted a budget and budget narrative which reflect appropriate expenses to accomplish the project goals, and is cost-effective.
<hr/> TOTAL SCORE	
COMMENTS:	

ATTACHMENT

COVER PAGE

The purpose of this page is to provide very basic summary information about the proposal that the prospective funding source can review quickly and use for identification.

NAME OF APPLICANT AGENCY_____

ADDRESS OF APPLICANT AGENCY_____

PHONE NUMBER_____

FAX NUMBER_____

EMAIL ADDRESS: _____

F.E.I.N. Number_____

PROJECT TITLE_____

AMOUNT REQUESTED:_____

SUMMARY OF PROJECT: In not more than two paragraphs in the space below, briefly describe the project.